

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 02-042

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: March 14, 2002

SUBJECT: March 15, 2002 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The March 15, 2002 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). If you need help finding or viewing these reports please contact your county's Regional Training Center (RTC) <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me (602) 542-8244 or e-mail msingle@ade.az.gov.

"FY 2001-2002 REQUEST FOR ADVANCE BASED ON GROWTH" forms received by February 28, 2002 have been processed for the March 15, 2002 payment. Beginning April 2002, Growth Advances will be calculated based on 100th day ADM. Additionally, [School Finance Memo 02-025](#) provides requirements for submitting a revised budget relative to growth. Please check your budget processing status now. This can be done at <http://www.ade.az.gov/districts>. If prior budget versions (proposed, adopted, revised 1, etc.) have not successfully processed, your revised budget submitted in May will reject. Please call Anthony Wines at (602) 542-8246 (awines@ade.az.gov) or Barbara Huttinger at (602) 542-8241 (bhuttin@ade.az.gov) with questions or for assistance.

Look for this link: [New Click here for Budget/AFR Processing Status](#). Please be sure the district-wide budget, the school-by-school budget, worksheets, Revenue Budget, and 3a file have processed for your district. Districts that have not successfully submitted an adopted budget must do so prior to submitting a revised budget. (Upload all budget files at <http://www.ade.az.gov/districts/default.asp>. COMMON LOGON username and password are required.) If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>. **Check the School Finance Bulletin Board for important budget file information before uploading any budget related file(s). You must check the submitted file status to verify your most recent budget worksheets submitted have processed. The New Budgets Processed status page will not show which worksheets processed, only that a worksheet file has processed.** Please contact school finance at schoolfinance@ade.az.gov with questions regarding the status of your budget files.

If you have questions regarding 40th or 100th day Average Daily Membership please contact Mario Salinas (602) 542-8797 or e-mail msalina@ade.az.gov. If you have any questions regarding December 1st or February 1st Special Education Census data please contact Christina Beltran at (602) 542-3303 or e-mail cbeltra@ade.az.gov.

Adjustments for Route Miles based on Comparative Miles Report (available on each district's home page on ADE web site [School Finance - Districts Home Page](#)) will be made in April. Please contact Shirley Willis (602) 542-8245, swillis@ade.az.gov if you have questions or concerns regarding your district's transportation reports. Increases to the BSL for audit expenditures, eligibility for Rapid Decline and Type 03 Tuition will be updated again for the April apportionment calculation.

cc: County School Superintendents

March 15, 2002